Instructions/Rules for SPI CAO Reporting Template Data Entry:

      Use this template in lieu of your current CAO SPI Report.

      This template contains all SPI fields required by the DCMC SPI Automated Metrics System when it is deployed in Dec 97.

      CAO SPI Reports are due to HQ DCMC/AQOC "**spi@hq.dla.mil**" by **COB, Fridays**.

      THIS TEMPLATE IS SET TO PRINT EXACTLY TWO PAGES WIDE--DO NOT ADJUST COLUMN WIDTHs.

      Enter "**DCMC xxxx SPI Report, Week Ending DD MMM YY"** within the Subject field of your email transmittal message.
      Enter "**Contractor Name(s)/Facilit(ies)**" within the Text of your email transmittal message.

      Only one Spreadsheet per CAO. Only one Worksheet/Tab per Contractor Facility.
          --Enter Report Date & CAO & Contractor SPI Locator & Summary Stats into CAO SPI Summary worksheet tab (Date & Locator info is linked to contractor specific worksheets).
          --CAO Stats are calculated from contractor specific stats--do not modify these grey fields.

      Add additional Facilities by clicking on any cell within a current facility worksheet and then hit [Ctrl][A] keys simultaneously. This will highlight the entire worksheet.
          --Hit [Ctrl][C] keys simultaneously to copy the worksheet into the buffer.
          --At the pull down Menu line, select Insert, Worksheet, and then hit Hit [Ctrl][V] keys simultaneously to paste buffer contents.
          --At the pull down Menu line, select View, Zoom and change the zoom to Custom, 65% (or whatever you can easily view).
          --Double Click on the Worksheet Tab on the bottom of this Workbook and then enter the Ktr Facility Name.
          --Go to File, Page Setup…, Page: set to Landscape, 58% scaling; Margins: Minimum & Center horizontal;
            Header/Footer: No Headers, Custom Footer w/ "&[File] &[Tab]" on left, "Page &[Page]" in center, "&[Time] &[Date]" on right.

      Enter Ktr's SPI Data into Outlined Yellow Highlighted Cells using Field Constraints annotated at bottom of ABC XYZ Corp worksheet (rows 20 - 22).
      Grey Highlighted Cells are **linked** or **calculated** fields for estimated dates, based on CP submittal date.
          --CAO & Contractor locator info is linked from CAO SPI Summary page--do not modify these fields.
          --Type over date fields with actuals when they are known.

      Edit/View additional Contractor & Process/CBA Data by using the horizontal scroll bar.
      Edit/View additional processes by using the vertical scroll bar.
          --Add new Processes/Concept Papers by selecting the last row/CP, hit [Ctrl][C] to copy and then hit [Ctrl][+] to paste.
          --Delete any unused row(s) by selecting the row(s) and then hitting [Ctrl][-] simultaneously.

      DO NOT REPORT IDEA PAPERS as CONCEPT PAPER/PROCESSES!
          --Clock starts when CAO ACO receives Completed Concept Paper for that facility.
          --One page Corporation CP summary does not count.
      DO NOT DELETE WITHDRAWN OR MODIFIED PROCESSES!
          --All processes must be accounted for on this spreadsheet in order to maintain & reconcile our DCMC SPI Database counts.

      If you are having trouble viewing/reading this eyechart, you may use MS Excel's ZOOM Control to vary the screen view.

      Questions can be referred to: Maj Steve Latsis, (703) 767-2416 or spi@hq.dla.mil

	CAO	CONTRACTOR	CONTRACTOR	CONTRACTOR
SPI CAO Report for Week Ending:	DDMMMYY			
CAGE:				
SPI POC:	Steve Latsis, Maj, USAF	Bill & Ted	Bill & Ted	Bill & Ted
ADDRESS:	DCMC AQOC	ABC Corporation, Facility	DEF Corporation, Facility	GHI Corporation, Facility
	8725 J.J. Kingman Rd	12345 My Street	12345 My Street	12345 My Street
	Alexandria, VA 22060	Mytown, ST 12345-1234	Mytown, ST 12345-1234	Mytown, ST 12345-1234
PHONE/FAX:	703-767-2416/3268	123-123-1234x12/1234	123-123-1234x12/1234	123-123-1234x12/1234
EMAIL:	steven_latsis@hq.dla.mil	Bill_&_Ted@aol.com	Bill_&_Ted@aol.com	Bill_&_Ted@aol.com
	Summary CAO SPI stats since our last report, dated:		DDMMMYY	
# New Contractors:	0			
# New CPs:	0			
# New Mods:	0			
# New W/Ds:	0			

	CAO	CONTRACTOR
CAGE:	0	0
SPI POC:	Steve Latsis, Maj, USAF	Bill & Ted
ADDRESS:	DCMC AQOC	ABC Corporation, Facility
	8725 J.J. Kingman Rd	12345 My Street
	Alexandria, VA 22060	Mytown, ST 12345-1234
PHONE/FAX:	703-767-2416/3268	123-123-1234x12/1234
EMAIL:	steven_latsis@hq.dla.mil	Bill_&_Ted@aol.com

SPI CAO Report for Week Ending: DDMMMYY

Lessons Learned:

Is Ktr Info Sharing Participant? (Y/N):
# of Subcontractors Participating in SPI:
Prime Ktr's DCMC ULO (in $s):
Ktr's FY DoD Sales (in $s):

Facility SPI Status:

CP#/ PROCESS ID#	Process Type	Ktr's Info Sharing "Press Release" Process Description	Government STDs/SPECs/Reqmts	Proposed Replacement	Statute	Date Submitted	ACO Accepted CP?	Mgmt Council — Accept Date	Reason Unaccept.	Technically Acceptable?	Tech Review Date	Unacceptable: CTL Objector	Date Escalated	Outcome	Date Withdrawn	Acceptable EstModDT (SubDate+ 120)
001	Non Conforming Material		MIL-STD-1520 B/C & NASA NHB 5300.4, Corrective Action & Nonconform Mat Disp	ISO 9001 compliant, single modular electronic non-conformance system		22/May/96	Y	26/Jun/96		Y	5/Aug/96					19/Sep/96
002	Quality		MIL-Q-9858, MIL-STD-1586, MIL-I-45208, & NASA NHB 5300.4, Quality System	ISO 9000 based Command Media elements (Policies, Procedures, Practices)		18/Jun/96	Y	30/Sep/96		Y	30/Oct/96					16/Oct/96
003	Business		MIL-STD-1567A, Compliant Work Measurement System	Based on Program Work Measurement Narrative		18/Jun/96	Y	30/Sep/96		Y	30/Oct/96					16/Oct/96
004	Calibration		MIL-C-45662A, MIL-STD-45662A/45662A, NASA NHB 5300.4, Calibration System	ANSI/NCSL Z540-1, ISO 9001, ISO 10012-1, Ktr's Command Media		8/Jul/96	Y	14/Nov/96		Y	27/Jan/97					5/Nov/96
005	Quality		MIL-STD-1535A, MIL-Q-9858A, NASA NHB 5300.4, Supplier Quality Assurance Pgm	Command Media -- Policies, Procedures, and Practices (P3)		8/Jul/96	Y	22/Oct/96		Y	10/Dec/96					5/Nov/96
006	Manufacturing		MIL-STD-1528, Manufacturing Management System	Ktr's Command Media		19/Dec/96	Y	19/Dec/96			19/Mar/97					18/Apr/97
								30/Jan/00			30/Mar/00					29/Apr/00
6			6	6	0	6	6	7	0		7	0	0	0		7

Examples/Data Field Constraints:

Process Type examples	Ktr's Info Sharing	Government STDs	Proposed Replacement	Statute	Date Submitted	ACO Accepted CP?	Accept Date	Reason Unaccept.	Technically Acceptable?	Tech Review Date	CTL Objector	Date Escalated	Outcome	Date Withdrawn	EstModDT
Business, Calibration, Configuration, CostDataReporting, Engineering / Reliability, Environmental, Gov't Property, Inspection, Logistics, Manufacturing, Material Mgmt, Non-Conforming Material, Packaging, Quality, Safety, Software, Soldering, Subcontracts, Testing	Text: Enter Contractor's Info Sharing Description of Process Change if the Contractor is participating in the SPI information sharing program.	Text: Enter current MIL/DoD/NASA-STD/SPEC-#### & short description of process/type	Text: Enter replacement ISO/KTR-STD/SPEC-#### & short description of process/type	Enter "FAR" if new process requires a change to the FARs	Enter DDMMYY that CP was submitted by Ktr to ACO (do not count idea papers)	Enter "Y" or "N" if CP is or is not accepted by ACO for processing	Enter DDMMYY that ACO accepted CP for processing (Gray cells are calculated as Submittal Date + 30 days. Enter actual Accept Date when it occurs and then select Format, Cells..., Patterns, & click on Light Yellow.	Text	Enter "Y" or "N" if CP is or is not technically accepted by MC	Enter DDMMYY that MC or Tech Review was completed (Gray cells are calculated as Submittal Date + 90 days. Enter actual Accept Date when it occurs and then select Format, Cells..., Patterns, & click on Light Yellow.	Enter objecting Service(s), Agenc(ies)	Enter DDMMYY that CP was escalated.	Text	DDMMYY	DDMMYY (Gray cells are calculated as Submittal Date + 120 days--do not modify this column).

Enter Local CAO CP # for traceability. If none exists, use numbers provided.

Enter one of the above Process Types for each process

CP# / PROCESS ID#	Actual Mod Date	Age	Reason for Overage/ Process Status	Comments	Consideration Appropriate?	Contractor's CP Estimates: $ Value of Contracts Affected	Process Implementation Cost	Gross Savings to Existing Contracts	Future KT Annual Cost Avoid	DCAA Estimates: Process Implement Cost	Gross Savings to Existing Contracts	Future KT Annual Cost Avoid	Over # Years	Rationale for Differences	Consideration Proposal Received Date
001	3-Oct-96	316	CLOSED	Mod issued; Consideration to be definitized NLT 31 Jan 97	Y		$1,300,000	$2,800,000	$0	$1,195,000			0	105K less in implementation cost. Only 152 hours/man-month vs 166	
002	5-Dec-96	289	CLOSED	MOA signed; contract mod issued	N		$1,450,000	$100,000	Unknown	$1,430,000				20K less in implementation cost. Wrong G&A rate used; math error	
003	5-Dec-96	289	CLOSED	MOA signed; contract mod issued	N		$460,000	$0	Unknown	$460,000				None	
004		269		Approved by Management Council			$221,000	$0	$1,540,000	$24,000			5	197K less in implementation cost. Previously allocated in ISO change	
005	19-Dec-96	269	CLOSED	MOA signed; contract mod issued on 1/28/1997; mod pending	N		$258,000	$0	$60,000	$257,200		$40,000	5	8K less in implementation cost and 20K less in projected avoidance.	
006		105		Will meet Management Council on 19 Mar 97			$130,000	$0	$4,900	$124,000		$0	5	6K less in implementation cost and cost avoidance disallowed.	
		####													
6	4	7	4	6	4	$0	$3,819,000	$2,900,000	$1,604,900	$3,490,200	$0	$40,000	4		0

Examples/Data Field Constraints:

DDMMYY	CALCULATED	Text	Text	Enter "Y" or "N" if Consideration is or is not appropriate	#	#	#	#	#	#	#	#	Text	DDMMYY

Enter Loca

CP# / PROCESS ID#

Amount Sought/Negotiated:

CP# / PROCESS ID#	Consideration Negotiated Date	Actual Negotiated Net Savings
001		$497,000
002		$0
003		$0
004		$0
005		$0
006		
6	0	$497,000
	DDMMYY	#

Examples/Data Field Constraints:

Enter Loca

	CAO	CONTRACTOR		SPI CAO Report for Week Ending:	DDMMMYY	Lessons Learned:			
CAGE:	0	0		Is Ktr Info Sharing Participant? (Y/N):					
SPI POC:	Steve Latsis, Maj, USAF	Bill & Ted		# of Subcontractors Participating in SPI:					
ADDRESS:	DCMC AQOC	DEF Corporation, Facility		Prime Ktr's DCMC ULO (in $s):					
	8725 J.J. Kingman Rd	12345 My Street		Ktr's FY DoD Sales (in $s):					
	Alexandria, VA 22060	Mytown, ST 12345-1234		**Facility SPI Status:**					
PHONE/FAX:	703-767-2416/3268	123-123-1234x12/1234							
EMAIL:	steven_latsis@hq.dla.mil	Bill_&_Ted@aol.com							

CP#/ PROCESS ID#	Process Type	Ktr's Info Sharing "Press Release" Process Description	Government STDs/SPECs/Reqmts	Proposed Replacement	Statute	Date Submitted	ACO Accepted CP?	Accept Date	Reason Unaccept.	Technically Acceptable?	Tech Review Date (Mgmt Council)	CTL Objector (Unacceptable:)	Date Escalated	Outcome	Date Withdrawn	Est Mod DT (SubDate+ 120) (Acceptable)
001	Non Conforming Material		MIL-STD-1520 B/C & NASA NHB 5300.4, Corrective Action & Nonconform Mat Disp	ISO 9001 compliant, single modular electronic non-conformance system		22/May/96	Y	21/Jun/96		Y	20/Aug/96					19/Sep/96
002								30/Jan/00			30/Mar/00					29/Apr/00
003								30/Jan/00			30/Mar/00					29/Apr/00
004								30/Jan/00			30/Mar/00					29/Apr/00
005								30/Jan/00			30/Mar/00					29/Apr/00
006								30/Jan/00			30/Mar/00					29/Apr/00
007								30/Jan/00			30/Mar/00					29/Apr/00
008								30/Jan/00			30/Mar/00					29/Apr/00
009								30/Jan/00			30/Mar/00					29/Apr/00
010								30/Jan/00			30/Mar/00					29/Apr/00
								30/Jan/00			30/Mar/00					29/Apr/00
10			1	1	0	1	1	11	0		11	0	0	0		11

		CTLs:	Name/Rank		DT Notified	Org Symbol		Phone/Fax/Email::		Key Customers:	DoDAAC	Product Centers (Program Offices):	
		AF:								AF:		e.g., ASC (F-22); ESC; SMC (GPS, DSP); Phillips Lab; OCALC; OOA	
		Army:								Army:		e.g., ATCOM (Apache); AVSCOM; AMCOM; CECOM; MICOM; STRI	
		Navy:								Navy:		e.g., ASO; NAVAIR; NAVSEA; NAVSUP; NAWC; NICP; NSPCC; NSW	
		NASA:								NASA:		e.g., GSFC; JSC; KSC; LERC; MSFC	
		DLA:								DLA:		e.g., DCAA; DCS; DCSC; DESC; DISC; DGSC; DPSC; DSC; DSCC;	
		Other:								Other:		e.g., USMC, NSA, ...	
		DCMC:											

CP# / PROCESS ID#	Actual Mod Date	Age	Reason for Overage/ Process Status	Comments	Consideration Appropriate?	Contractor's CP Estimates: $ Value of Contracts Affected	Process Implementation Cost	Gross Savings to Existing Contracts	Future KT Annual Cost Avoid	DCAA Estimates: Process Implement Cost	Gross Savings to Existing Contracts	Future KT Annual Cost Avoid	Over # Years	Rationale for Differences	Consideration Proposal Received Date
001		316													
002		####													
003		####													
004		####													
005		####													
006		####													
007		####													
008		####													
009		####													
010		####													
		####													
10	0	11	0	0	0	$0	$0	$0	$0	$0	$0	$0	#DIV/0!		0

	Date Notified?	
	LC; SAALC; SMALC; WRALC	
	COM; TACOM	
	WC; SPAWAR; SSP	
	DSCR	

CP# / PROCESS ID#		
	Amount Sought/Negotiated:	
	Consideration Negotiated Date	Actual Negotiated Net Savings
001		
002		
003		
004		
005		
006		
007		
008		
009		
010		
10	0	$0

	CAO	CONTRACTOR		SPI CAO Report for Week Ending:	DDMMMYY	Lessons Learned:			
CAGE:	0	0		Is Ktr Info Sharing Participant? (Y/N):					
SPI POC:	Steve Latsis, Maj, USAF	Bill & Ted		# of Subcontractors Participating in SPI:					
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EMAIL:	steven_latsis@hq.dla.mil	Bill_&_Ted@aol.com							

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002								30/Jan/00			30/Mar/00					29/Apr/00
003								30/Jan/00			30/Mar/00					29/Apr/00
004								30/Jan/00			30/Mar/00					29/Apr/00
005								30/Jan/00			30/Mar/00					29/Apr/00
006								30/Jan/00			30/Mar/00					29/Apr/00
007								30/Jan/00			30/Mar/00					29/Apr/00
008								30/Jan/00			30/Mar/00					29/Apr/00
009								30/Jan/00			30/Mar/00					29/Apr/00
010								30/Jan/00			30/Mar/00					29/Apr/00
								30/Jan/00			30/Mar/00					29/Apr/00
10			1	1	0	1	1	11	0		11	0	0	0		11

	CTLs:	Name/Rank		DT Notified	Org Symbol		Phone/Fax/Email::		Key Customers:	DoDAAC	Product Centers (Program Offices):
	AF:								AF:		e.g., ASC (F-22); ESC; SMC (GPS, DSP); Phillips Lab; OCALC; OOA
	Army:								Army:		e.g., ATCOM (Apache); AVSCOM; AMCOM; CECOM; MICOM; STRIC
	Navy:								Navy:		e.g., ASO; NAVAIR; NAVSEA; NAVSUP; NAWC; NICP; NSPCC; NSW
	NASA:								NASA:		e.g., GSFC; JSC; KSC; LERC; MSFC
	DLA:								DLA:		e.g., DCAA; DCS; DCSC; DESC; DISC; DGSC; DPSC; DSC; DSCC;
	Other:								Other:		e.g., USMC, NSA, ...
	DCMC:										

CP# / PROCESS ID#	Actual Mod Date	Age	Reason for Overage/ Process Status	Comments	Consideration Appropriate?	Contractor's CP Estimates: $ Value of Contracts Affected	Process Implementation Cost	Gross Savings to Existing Contracts	Future KT Annual Cost Avoid	DCAA Estimates: Process Implement Cost	Gross Savings to Existing Contracts	Future KT Annual Cost Avoid	Over # Years	Rationale for Differences	Consideration Proposal Received Date
001		316													
002		####													
003		####													
004		####													
005		####													
006		####													
007		####													
008		####													
009		####													
010		####													
		####													
10	0	11	0	0	0	$0	$0	$0	$0	$0	$0	$0	#DIV/0!		0

	LC; SAALC; SMALC; WRALC	
	COM; TACOM	
	VC; SPAWAR; SSP	
	DSCR	

CP# / PROCESS ID#		
	n Amount Sought/Negotiated:	
	Consideration Negotiated Date	Actual Negotiated Net Savings
001		
002		
003		
004		
005		
006		
007		
008		
009		
010		
10	0	$0